

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)

OC-AMD Staff Notes

FROM:

C/OC/AMD

EXTENSION**NO.****DATE****TO:** (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/CO

6 DEC 1985

06 DEC 1985

2.

DD/CO

6 DEC 1985

6 DEC 1985

3.

C/OPS

6 DEC 1985

6 DEC 1985

4.

OC/EXA

6 DEC 1985

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OC/OL/ISC

Archiving

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OC- 13888-85
05 DEC 1985

MEMORANDUM FOR: Director of Communications

FROM: [REDACTED]

Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes 25 - 29 November 1985

1. During the week, Panel N personnel strength increased by one technician. For the second consecutive week, the Panel D ranks increased by one with a TCA officer checking-in with AMD prior to reporting to the Communications School. Since there were no losses due to retirements or resignations, and no new requirements were identified during the period, Panel D is now 24 personnel understrength.

2. OSG activities included the processing of 6 TDY personnel. OC is currently providing 13 Panel D and 1 Panel E, CONUS-based personnel, for TDY support of the Foreign and Domestic Networks.

3. [REDACTED] have been scheduled for Project Screen administrative training which will be provided by the Office of Medical Services (OMS) at the Chamber of Commerce Building. Project Screen testing will be administered on Sunday afternoons at a designated hotel in the metro area. The six-hour long test will provide OMS and the Office of Communications (OC) with personality profiles on Telecommunications applicants.

4. Revisions to the RES recruitment trip schedule are to eliminate the NCOA Job Fairs in San Antonio, Texas and Tucson, Arizona; move the Florida campaign up to 13 January; and inject Baltimore for the week of 16 December.

5. [REDACTED] attended the N.E.C. (National Employment Consultants) Job Fair at the Holiday Inn in Springfield, Virginia on 21 and 22 November. This was N.E.C.'s first attempt at conducting a job fair and was geared to military personnel with technical skills stationed on military installations from New Jersey to South Carolina. Attendance was very good and OC representatives discussed OC careers with a large number of those attending. Those that showed interest were from the surrounding area and have been scheduled to attend our Monday presentation and

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testing session at the Holiday Inn in Rosslyn, Virginia on 9 and 16 December. Each agreeing to attend were given PHS packets to complete and bring with them on the date agreed upon for testing. There were approximately 12 interested candidates that were unable to commit to a testing date until they had checked their watch schedule.

9 December 1985

Telecommunications Specialist	-	12
Electronic Technicians	-	4

16 December 1985

Telecommunications Specialist	-	3
Electronic Technicians	-	7

6. The Office of Communications ad, directed to Telecommunications Specialists and Electronic Technicians, was placed in local newspapers in Tampa, Orlando, Jacksonville, Pensacola, FL; Jacksonville, Fayetteville, New Bern, NC; Sacramento, CA; and Honolulu, HI. Response has been outstanding with a total of 178 personal resumes reviewed to date with more arriving daily. It was noted that the Florida ads attracted a large number of retired individuals seeking a second career. The ads also attracted a high volume of individuals seeking job opportunities elsewhere in the Agency. A breakout of the resumes reviewed are as follows:

Of interest to the Office of Communications in the following disciplines:

Telecommunications Specialist	-	26
Electronic Technicians	-	51

The remaining 101 personal resumes have been forwarded to the Office of Personnel for review and possible interest by other components.

7. EOD's for the week: one Panel N; one Panel D.

25X1 8. attended NCOA job fairs in Sacramento, CA and Honolulu, HI, 18-24 November. While in Sacramento resumes were collected from people interested in a wide variety of positions with the Agency

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SUBJECT: OC-AMD Staff Notes 25 - 29 November 1985

including 61 resumes from Electronic Technicians and 21 from Telecommunications Specialists. As we were unable to obtain a conference room, these potential applicants were not tested. Arrangements have been made with the Los Angeles recruiter who will test the Electronic Technicians in December or early January. Personal History Statements will be sent to the Telecommunications Specialists from the Los Angeles recruiter.

In Honolulu, 85 people came to our presentation on 29 November

Test results are as follows:

Electronic Technicians - 30 tested, 19 failed, 11 passed

Telecommunications Spec - 25 tested, 16 failed, 9 passed

All who passed were interviewed and given PHS's with the exception of one person whose wife is not a U.S. citizen.

On 22 November we attended the NCOA Job Fair in Honolulu. Our booth was kept busy all day talking with potential applicants and testing Electronic Technicians, Telecommunications Specialists, Utilities Equipment Specialists. Results are as follows:

Electronic Technicians - 14 tested, 9 failed, 5 passed

Telecommunications Spec - 2 tested, 1 failed, 1 passed

Utilities Equip. Spec - 9 tested, 5 failed, 4 passed

All who passed were interviewed and given PHS packets except one whose wife was not a U.S. citizen

9. In response to our request to target minorities

visited East Los Angeles College, a two-year minority technical school, during the last week in October. He reported the following results of two presentations and testing sessions:

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SUBJECT: OC-AMD Staff Notes 25 - 29 November 1985

First presentation:

55 attended - 60% Asian, 30% Hispanic, 10% Caucasian
13 took the Electronic Technician test
1 passed all four parts (Caucasian)

Second presentation:

75 attended - 60% Asian, 30% Hispanic, 10% Caucasian
0 took the Electronic Technician test

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SUBJECT: OC-AMD Staff Notes 25 - 29 November 1985

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14. Arrangements have been made with [redacted] representatives and their Adaptive Learning Solutions Division personnel to meet with Chief, Administrative Management Division on 13 December for continued discussions about Computer Based Training and the Time Division Multiple Access project. The project's Phase I (Analysis/Design) portion remains on schedule and should be completed circa mid-December.

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15. [redacted] of Communications School Group's Instructional Support Department continue with the development of the self-paced Utility Net course. [redacted] has recently completed the preliminary analysis phase for the "Maintenance" portion, which is now currently being reviewed for accuracy and content by the subject matter expert [redacted]. Also, [redacted] has commenced with the writing of the "Site Survey" instructional modules. This project continues to be on schedule and completion is expected in January 1986.

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16. A Career Subgroup Action (CSA) briefing was given to TCA Class 4-85 on 26 November by Career Management Officer, [redacted] and Assignment Officer, [redacted]. Assignment prospects for Class 4-85, graduating in February 1985, were discussed as were assignment practices and procedures in general.

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SUBJECT: OC-AMD Staff Notes 25 - 29 November 1985

17. Three Office of Information Technology (OIT) personnel, with no communications experience, were provided a modified OPS-503 course for familiarization with communications terms, message formats and procedures and some of the headquarters operating Communication School Group procedures. OIT requested the training for these personnel who are scheduled to work in ACT, OARS, and MAX. A representative of OIT visited the School, discussed the courses offered, selected the desired training, and the School responded by modifying one of the scheduled courses to meet the training need.

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